

# QuickBooks for the Beginner to Intermediate User

**Provider:** Vocational Training and Resource Center

**Length:** 9 Days

**Cost:** \$400

**Cost Unit:** Cost of the entire program

## Website

<http://www.vtrc.org/vtrcCIS/CClassDescriptions/QuickBooks2012.htm>

This QuickBooks class (9 Hours) is designed to introduce students to the QuickBooks Accounting fundamentals and real-world application of the QuickBooks business software. Students will be able to set-up a company file, create and edit chart of accounts, set-up customers and vendors. This course content will also include invoicing, receiving deposits, entering and paying bills, as well as bank statement reconciliation and introduction to reports.

## Related Occupations

Billing and Posting Clerks

Bookkeeping, Accounting, and Auditing Clerks

Brokerage Clerks

Payroll and Timekeeping Clerks

Statistical Assistants

Tax Preparers

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